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AGREEMENT

between

**THE SOUTHERN WESTCHESTER
BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**

and

THE BOCES TEACHERS' ASSOCIATION

FOR THE SCHOOL YEARS

JULY 1, 2003 through JUNE 30, 2007

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RELATIONS BOARD

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PREAMBLE

This Agreement is made and entered into by and between the Board of Cooperative Educational Services, Second Supervisory District, Westchester County (hereinafter called the "Board") and the BOCES Teachers Association (hereinafter called the "Association") pursuant to Article 14 of the Civil Service Law.

ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive representative of all certified personnel, and physical and occupational therapists, (excluding, however, the District Superintendent, Deputy Superintendent, Assistant Superintendents, Directors, Assistant Directors, Administrative Assistants, Coordinators, Supervisors, other administrative personnel, and per diem and hourly rate personnel) for the purposes of Article 14 of the Civil Service Law.

ARTICLE II - ACADEMIC FREEDOM

It is recognized that democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for teacher and student is encouraged.

Teachers dealing in the classroom with controversial issues shall be free to discuss such issues without fear of reprisal.

Discussion of such issues should be objective, with pertinent facts and differing points of view presented by the teacher. Issues discussed should be within the intellectual grasp of the students in the particular classroom.

The Board shall maintain an atmosphere of academic freedom in the schools and shall support teachers against unjust charges and attack.

Freedom of individual conscience, association and expression shall be encouraged and fairness in procedures shall be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

ARTICLE III - RIGHTS OF TEACHERS

The private and personal life of any teacher is not within the appropriate concern or attention of the Board except when it impairs the teacher's effectiveness in the classroom or in his or her position. Except when it impairs their effectiveness in the classroom or in their position, teachers shall be entitled to full rights of citizenship and no legal, religious, or legal political activities of any teacher or lack thereof shall be grounds for discipline or discrimination with respect to the professional employment of such teacher.

Disciplinary interviews and reprimands shall be considered in private. An affected teacher shall, however, have the right, following an initial interview, to request the presence of an Association representative at a subsequent interview.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause.

ARTICLE IV - ASSOCIATION RIGHTS

- A. Leave to Attend Association Duties - The equivalent of 40 days per year, with a maximum of 10 days allotted to any one representative, other than the President, shall be allotted to the President of the Association for his*¹ use and/or the use of his designee to allow them to engage in activities directly related to the Association's duties as representative of the teachers which cannot be performed other than during the school day.
- B. The Association President will be released no less than .4 FTE to conduct Association business. The Superintendent and the Association will determine the schedule and assignment for the remaining time.
- C. Association Meetings - The Association may use Board facilities for Association meetings after school hours on making appropriate application by means of building use forms. Association meetings shall not interfere with scheduled staff meetings. The fee for use of facilities shall be waived but the charge for custodial services shall apply if custodial services are required.
- D. Bulletin Board Space - Bulletin board space shall be provided in each BOCES school building for the purpose of displaying notices, circulars and other material relating to the proper business of the Association. The Association shall post no material that is confidential in nature or derogatory to the school system.
- E. Communications - The Association shall have the use of teacher mailboxes for communication to teachers. The Association may install telephones for Association business at the Association's expense with the approval of the Superintendent. Such telephones, if installed, shall be equipped with a recording device so as not to interrupt classroom activities. The Association shall have the use of the inter-building mail service for distribution of materials.
- F. Names of Members of the Unit - The Board shall make available to the President of the Association the names and addresses of new members of the unit after their appointment by the Board.

ARTICLE V - DUES DEDUCTIONS

The Board agrees as herewith provided to deduct from compensation due the employees represented by the Association and remit to the Association the Association membership dues and the dues of other professional associations indicated by each member thereof who authorizes such deductions by means of the presentation to the Board of a written signed document. Such authorization shall be continuous unless revoked in writing. All such dues authorized to be deducted by such documents received by or on file with the Board before October 1st in any one school year shall be deducted from the compensation due the authorizing employee in equal even dollar amounts (or as equal as possible) between the period of November 1st and May 1st. For documents received after October 1st, deductions shall be made in the same manner during the inclusive months. Remittance by the Board to the Association shall be made in 6 payments; one at the end of each month of dues deduction.

ARTICLE VI - NO STRIKE PLEDGE

The Association agrees that neither it nor the employees it represents shall engage in any strike. The Association further agrees that it shall not cause, instigate, encourage or condone any strike.

¹ His/her, he/she will be used interchangeably throughout this agreement.

ARTICLE VII - WORKDAY

The workday for teachers, including other certified personnel covered by this Agreement, and teaching assistants, shall be as follows:

A. Special Education

1. All BOCES Facilities (including Rye Lake Campus)

- a. Teachers assigned to Rye Lake Campus shall work 7 hours per day except as provided in "b" below.
- b. Teachers shall fulfill the following specific professional responsibilities:
 1. Teachers shall be required to attend no more than 9 staff meetings per year after the workday.
 2. Teachers shall be required to have no more than 2 parent conferences per year per student after the workday.
 3. Conferences with supervisors may be held if necessary, after the workday, only for evaluation purposes in accordance with the evaluation provisions. The foregoing provision, however, does not preclude supervisors from meeting with probationary teachers for discussions regarding improvement of instruction after the workday provided such meetings do not occur an unreasonable number of times and teachers are not improperly pressured to attend.
 4. Teachers may be required to care for children after the workday only in unusual circumstances such as class trips.
 5. In no case shall a child be left unattended by a teacher on school grounds after the workday.
- c. Each teacher shall have 45 minutes of planning/preparation time per day during the instructional day.
- d. There shall be 6 half days each school year for planning/preparation, with a minimum of 2 half days for team planning/preparation, unless such half days would violate the Rules of the Regents or the Regulations of the Commissioner of Education or aid would be lost in which case the matter shall be reopened for negotiations within 2 weeks.
- e. Planning/preparation time shall be used for case conferences, developing activities and curriculum for students' continuing growth and coordinating the activities of teacher teams.
- f. Each teacher shall have a 30 minute duty-free lunch period during the instructional day.

2. School District Facilities

- a. Teachers assigned to district classes shall work the same workday as teachers in the district assigned to the building except as provided in "b" below.
- b. Teachers shall fulfill the following specific professional responsibilities:
 1. Teachers shall be required to attend no more than 12 BOCES staff meetings after the workday.

2. Teachers shall be required to have no more than 2 parent conferences per year per student after the workday.
 3. Conferences with supervisors may be held after the workday for evaluation purposes in accordance with the evaluation provisions or in emergencies. The foregoing provision, however, does not preclude supervisors from meeting with probationary teachers for discussions regarding improvement of instruction after the workday provided such meetings do not occur an unreasonable number of times and teachers are not improperly pressured to attend.
 4. Additional time beyond the workday may be required for supervision of buses.
 5. Teachers may be required to care for children after the workday only in unusual circumstances such as class trips.
 6. In no case shall a child be left unattended by a teacher on school grounds after the workday.
 7. It is expected that teachers will be participating members of the district school faculty and curriculum meetings when appropriate.
- c. Teachers shall have the same planning/preparation time and duty-free lunchtime each day as is provided for the district teachers in the building. Planning/preparation time shall be used as set forth in A.1.e. above.
3. Experiential Learning (ExL)
- a. Teachers assigned to the ExL program shall work 7 hours per day except as provided in "b" below.
 - b. Teachers shall fulfill the following specific professional responsibilities:
 1. Teachers shall be required to attend no more than 12 BOCES staff meetings per year after the workday.
 2. Teachers shall be required to have no more than 2 parent conferences per year per student after the workday.
 3. Conferences with supervisors may be held if necessary, after the workday, only for evaluation purposes in accordance with the evaluation provisions. The foregoing provision, however, does not preclude supervisors from meeting the probationary teachers for discussions regarding improvement of instruction after the workday provided such meetings do not occur an unreasonable number of times and teachers are not improperly pressured to attend.
 4. Teachers may be required to care for children after the workday only in unusual circumstances such as class trips.
 5. In no case shall a child be left unattended by a teacher on school grounds after the workday.
 - c. Each teacher shall have 45 minutes of planning/preparation time per day during the instructional day.

- d. Planning/preparation time shall be used for case conferences, developing activities and curriculum for students' continuing growth and coordinating the activities of teaching teams.
 - e. Each teacher shall have a duty-free lunch period during the instructional day.
 - f. There shall be 4 half days each school year for planning/preparation, unless such half days would violate the Rules of the Regents or the Regulations of the Commissioner of Education or aid would be lost in which case the matter shall be reopened for negotiations within 2 weeks.
- 4. For programs and locations which share students during the school day, the schedule of the host district shall be followed by all parts of the program involved.
 - 5. I.E.P./Technology Committee - A committee consisting of 3 teachers to be appointed by the President of the Association and 3 administrators to be appointed by the Superintendent or his designee shall meet on a regular basis or as requested by either party to review the individual education plan procedures, identify issues and determine needs for hardware and software, and make advisory recommendations to the Superintendent.
 - 6. Teachers who are responsible for preparation of Individual Education Plans and/or supporting material related to Individual Education Plans will be released from classroom responsibilities for one full day during which they will work on said material.

B. Occupational Education

- 1. Teachers shall work 7 hours per day, including 5 hours of instructional time, 90 minutes of planning/preparation time and a 30 minute duty-free lunch period except as provided in 2 below. Planning/preparation time and lunchtime shall not be interrupted by staff meetings except with the agreement of the teachers involved. Any such staff meeting held during preparation time or lunchtime shall count toward the number set forth in 2.a. below. Planning/preparation time shall be used as set forth in A.1.e. above.
- 2. Teachers shall fulfill the following specific professional responsibilities:
 - a. Teachers shall be required to attend no more than 20 staff meetings per year after the workday except:

Probationary teachers may be required to attend up to 12 additional meetings in their first year of service, up to 8 additional meetings in their second year of service and up to 4 additional meetings in their third year of service.
 - b. Teachers shall report to their stations 10 minutes before class time. They may be scheduled periodically for supervision of bus loading and unloading. No more than 6 teachers shall be required to supervise bus loading or unloading at any one time.
 - c. Teachers shall have parent conferences after the workday as necessary.
 - d. Teachers may be required to care for children after the workday only in unusual circumstances.
- 3. Curriculum Preparation - A teacher may be asked by the administration to prepare a curriculum manual in a prescribed form, as opposed to regular and normal planning. In such case, the request may be that the teacher does the preparation during released time provided by the administration or on his or her own time for compensation. In the latter case, the compensation shall be at the teacher's rate of pay for time spent. For example, one day's work on the curriculum manual would be compensated at 1/200 of the teacher's annual salary. If the request is that the work be

done during the teacher's own time, it may be refused by the teacher, but not otherwise. If the teacher should decline to do the work, the Board may arrange to have it done elsewhere.

C. Shared Services

1. Shared teachers shall work a 7 hour workday except as provided in 2 below.
2. Shared teachers shall fulfill the following specific professional responsibilities:
 - a. They shall be required to attend no more than 12 BOCES staff meetings after the workday.
 - b. They shall be required to have no more than 2 parent conferences per year per student after the workday.
 - c. Conferences with supervisors may be held if necessary, after the workday, only for evaluation purposes in accordance with the evaluation provisions. The foregoing provision, however, does not preclude supervisors from meeting with probationary teachers for discussions regarding improvement of instruction after the workday provided such meetings do not occur an unreasonable number of times and teachers are not improperly pressured to attend.
 - d. They may be required to care for children after the workday only in unusual circumstances such as class trips.
 - e. In no case shall a child be left unattended by a teacher on school grounds after the workday.
 - f. It is expected that shared teachers will be participating members of the district school faculty and curriculum meetings when appropriate.
3. Shared teachers shall have 45 minutes planning/preparation time and a 30 minute duty-free lunch period each day. They shall not be assigned for more than 250 minutes of instructional time per day. Planning/preparation time shall be used as set forth in A.1.e above.

D. I.Y.P/West. Prep./W.C.M.C.

1. Teachers shall work a 7 hour workday except as provided in 2 below.
2. Teachers shall fulfill the following specific professional responsibilities:
 - a. They shall be required to attend no more than 12 BOCES staff meetings after the workday.
 - b. They shall be required to have no more than 2 parent conferences per year per student after the workday.
 - c. Conferences with supervisors may be held if necessary, after the workday, only for evaluation purposes in accordance with the evaluation provisions. The foregoing provision, however, does not preclude supervisors from meeting with probationary teachers for discussions regarding improvement of instruction after the workday provided such meetings do not occur an unreasonable number of times and teachers are not improperly pressured to attend.
 - d. They may be required to care for children after the workday only in unusual circumstances such as class trips.
 - e. In no case shall a child be left unattended by a teacher on school grounds after the workday.

3. Each teacher assigned to I.Y.P., West. Prep. and W.C.M.C. shall have 45 minutes of planning/preparation time per day during the instructional day.
4. Planning/preparation time shall be used for case conferences, developing activities and curriculum for students' continuing growth and coordinating the activities of teaching teams.
5. Each teacher shall have a 30 minute duty-free lunch period during the instructional day.

E. Attendance and Notification of Absence

Teachers shall follow the sign-in procedure each day in the building to which they are assigned. All members will sign in and out in the building to which they are assigned. This procedure is to be followed for safety and security concerns only and in no circumstance will the procedure be used for any form of discipline on any member. They shall notify their applicable teacher registry system as established in their division prior to 6:30 A.M. if they are going to be absent on a given day. If a shared teacher is going to be absent, he or she shall call the designated office of the school or school system where he or she works early enough to permit a substitute to be called. A shared teacher shall also inform his or her supervisor of his or her absence on the day it occurs.

F. Early Leaving

1. In General - On those afternoons when a teacher has no duty commitment, he or she may request of his or her immediate supervisor that he or she be excused at student dismissal time. The request shall be for valid reasons and may be granted at the sole discretion of the supervisor.
2. To Take Courses - Teachers wishing to leave school after student dismissal time but earlier than the normal designated time for the specific purpose of taking approved courses may request permission for early leaving in writing to their immediate supervisor. Such request shall contain information as to the course title, days and hours the course is to be given, and the location where the course is offered. The request may be granted at the sole discretion of the supervisor but such discretion shall not be exercised arbitrarily.
3. Shared Teachers - Shared teachers wishing to leave school earlier than the designated time may request permission of the principal of the school to which they are assigned and the Assistant Superintendent for Human Resources. If the request is granted by the principal, the Assistant Superintendent for Human Resources shall not arbitrarily withhold consent.

G. Staff Meetings

1. Day - All staff meetings shall be scheduled for Monday afternoon.
2. Notice - Except in emergencies, teachers shall receive 72 hours' notice of staff meetings and 72 hours' notice confirming staff meetings previously scheduled.
3. Length - Staff meetings shall not exceed 2 hours and shall end by no later than 5:30 p.m.

ARTICLE VIII - COVERAGE FOR ABSENT TEACHERS

- A. The Board shall endeavor to obtain a substitute for absent classroom staff. When a substitute is not available, or in cases of emergency, teachers may be assigned to cover for an absent teacher. Efforts shall be made to keep such assignments to a minimum and they shall be made on a rotating, equitable basis.

In the event that substitutes are not available for classroom staff (teacher aides and/or teaching assistants), or the teacher must cover the assignment of another teacher in addition to his or her own assignment, the teacher of that class will receive additional compensation of \$70 for each day a substitute is not available.

Effective July 1, 2004, in the event that substitutes are not available for classroom staff when there are less than two (2) other staff members (teacher aides, teaching assistants, or substitutes, excluding bill-back aides) assigned to support the teacher for a school day, or the teacher must cover the assignment of another teacher in addition to his or her own assignment for the day, the teacher of that class will receive additional compensation of \$70 for each day. Effective September 1, 2006, the daily rate shall be increased to \$75 for each day.

ARTICLE IX - JOB DESCRIPTIONS AND PROMOTIONS

A. Job Descriptions

The Board shall provide job descriptions for promotional positions included in the negotiating unit. The descriptions shall include qualifications, duties and responsibilities. Lines of responsibility and authority shall be defined. Compensation, if any, above the applicable salary schedule shall be identified.

Any changes in job description affecting members of the unit shall be made known to the affected individuals and the Association.

B. Promotions

When existing positions are vacated or new positions created at the supervisory and/or administrative levels, notice of such positions shall be posted at each BOCES campus. The notice shall include job descriptions and qualifications necessary. A copy of each such notice shall be mailed to the president and Area Representatives of the Association.

Staff members who feel they possess the necessary qualifications should file an application for the position in which they are interested. In each such case the staff member shall be granted an interview for the vacant position.

Any teacher who shall be appointed to a supervisory or administrative position and shall later return to the status of teacher shall be entitled to retain such rights as he or she may have had under this agreement prior to such appointment to a supervisory or administrative status.

ARTICLE X - TEACHER ASSIGNMENTS AND TRANSFERS

- A. Continuation of Employment of Probationary Teachers - Probationary teachers shall be notified by May 1st of each year if their employment will not be continued into the following school year as a result of their professional evaluations. In the final year of their probationary term, they shall be notified by April 15 if they will not be recommended for tenure when their probationary term began at the beginning of a school year. In the final year of the probationary term, when the probationary term began during the course of the school year, they shall be notified 75 calendar days before the end of their probationary term. (This provision does not apply to physical and occupational therapists.)
- B. Notification of Assignment - The Board will endeavor to notify teachers by May 31st of their assignment for the following year. In cases where such notification cannot be given by May 31st, due to such items as fluctuating enrollments, take-over of programs or availability of rooms, the Director of the program, or his or her designee, shall inform the teacher of the reason. Notification shall be given as soon as feasible after May 31st.

- C. Voluntary Transfers - Teachers who desire a change in assignment or transfer to another school building or facility shall file a written request with the Director or his or her designee. If such request contains more than one choice, the desired positions shall be listed in order of preference. Appointment to a requested position shall be made by the Director who shall, however, consider the convenience and wishes of teachers requesting transfer to the extent that they do not conflict with the instructional requirements and best interests of the school system. If the teacher is dissatisfied with the Director's decision, he or she may request a review by the Superintendent or his designee whose decision shall be final.

During the school year the Superintendent shall have posted in all BOCES buildings a current list of teaching vacancies. Notice of such vacancies will be mailed to the President and Area Representatives of the Association. During July and August, if vacancies occur, the President of the Association and Area Representatives shall receive a supplemental list of such vacancies.

D. Involuntary Transfers

1. To Improve the Instructional Program - Before a reassignment or transfer is made, the appropriate Director shall meet with the teacher involved to notify him or her of the reasons therefor. The teacher shall have one week to consider his or her position and in the event he or she objects to the reassignment or transfer, at his or her request the Director shall meet with the teacher and a representative of the Association to discuss the situation. After such a meeting, the Director shall make a decision and if requested, state his or her specific reasons in writing for the decision. If the teacher is dissatisfied with the Director's decision, he or she shall state his or her reasons in writing and may then request a review by the Superintendent or his designee whose decision shall be final and not subject to review. In no event shall a teacher be reassigned or transferred out of his or her tenure area.
2. In the Event a Class is Closed - If a reassignment or transfer is required by the closing of a class or classes, the appropriate Director shall meet with the teacher involved to notify him or her of the closing and of possible vacancies available. In determining where the teacher shall be reassigned or transferred the Director shall consider the preference of the teacher. If 2 or more classes are being closed, the teachers shall be asked their preference in order of seniority. If the teacher objects to the reassignment or transfer planned by the Director, at his or her request the Director shall meet with the teacher and a representative of the Association to discuss the situation. If the teacher is dissatisfied with the Director's decision he or she may request a review by the Superintendent or his designee whose decision shall be final. In no event shall a teacher be reassigned or transferred out of his or her tenure area.

ARTICLE XI - TEACHER EVALUATION AND FILES

A. Teacher Evaluation Procedures

1. The evaluation process is a collaborative one between the teacher and supervisor. Evaluations are conducted through formal and informal observations. Teacher portfolios may be developed and various other artifacts and measurements may also be incorporated in the process when mutually agreed to by both parties.
2. All observations of work performance of a teacher shall be conducted openly with full knowledge of the teacher. Audiovisual equipment shall not be used in an observation for evaluation of a teacher. Such equipment may be suggested and used for such purposes as self-improvement or program evaluation so long as the participation of the teacher is voluntary and the recorded tapes shall be stored as prescribed by the teacher.

3. Written Reports

- a. An observation report will be written following a formal observation. It will include specific information relevant to the observation, a statement of instructional strengths, and weaknesses and suggestions for improving future performance should this be necessary.
 - b. An evaluation report will assess the performance of the teacher over an extended period of time and may include not only observation information, but other data as well.
4. In addition to formal observations, administrators may make drop-in visits. Following a drop-in visit, the administrator will provide verbal feedback. If a concern arises that is observed again in a subsequent drop-in visit, it will be noted in writing.
 5. A supervisor or administrator visiting a class for the purpose of formally observing a teacher shall remain in the classroom for a sufficient period of time to make the observation valid, but in no case less than 20 minutes. The written observation report shall show the time spent in observation. Each written report shall contain comments pertinent only to the visitation designated in the report.
 6. A copy of the observation report shall be given to the teacher within six school days after the observation. At the request of the teacher or the administrator, a conference shall be held to review the report. Such conference shall be requested and held within six school days after the copy of the report has been submitted to the teacher. If any aspect of the observation is deemed unsatisfactory, a conference between the teacher and administrator must be held within six school days. The resulting report shall be signed by the teacher to indicate he or she has seen and discussed it, or has been given the option to discuss it. If the teacher is rated as unsatisfactory during any observations then the teacher or the supervisor may elect an additional observation by another supervisor.
 7. Each probationary teacher shall be observed at least three times each year, but no less than once each semester and be given an evaluation report at least once each year. The written evaluation report shall be reviewed with the teacher no later than April 1st of each year of the probationary period. Tenured teachers shall be observed at least once each year and be given an evaluation report at least once every fourth year.

In the case of a probationary teacher first employed after January 1, the teacher shall be observed at least two times during that school year. The written evaluation report shall be reviewed with teachers first employed after January 1, no later than 90 days before the end of each such teacher's probationary year in each of his or her probationary years. (The provisions of paragraph seven do not apply to physical and occupational therapists.)

8. Teachers have a right to submit a written response to observation and evaluation reports. The response must be submitted within 10 school days of the receipt of the report. This submission shall be attached to all copies of the report. If an observation or evaluation report is presented to a teacher in June, the teacher's response must be submitted within 10 school days of its receipt. Supervisors shall make special efforts to complete such reports early.
9. In order to provide the teacher with a fair opportunity to overcome any deficiencies, any comment relating to teacher weaknesses shall be accompanied by suggestions for improvement with reasonable time to demonstrate improvement. Other forms of assistance may be suggested by the teacher or the administrator. The teacher may also request a reasonable number of additional observations.
10. No unit member participating in any collaborative activity including but not limited to mentor, peer coach or team leader will act in any supervisory or evaluative capacity.

11. Prior to any observation or evaluation, the evaluation form, which includes the criteria for evaluation, must be communicated to each teacher. (In the teacher's handbook, or other forms or methods chosen by the administration.) The basis for evaluation shall be those criteria, which appear in the APPR.

B. Teacher Improvement Plan

1. If a tenured teacher's summary evaluation places the teacher in jeopardy of receiving an unsatisfactory rating, the Board will assist the teacher in receiving remediation for at least one full semester to improve the teacher's performance. If the program level intervention fails to improve the teacher's performance, the superintendent may require the development of a Teacher Improvement Plan.
2. The plan will be developed by the Board in consultation with such teacher.
3. A union representative will be present unless the teacher refuses such representation.
4. It is understood that the requirements of a Teacher Improvement Plan may exceed the teacher's workday or work year. If a requirement outside the workday or work year conflicts with the unit members' responsibilities or obligations, both parties will attempt to find an acceptable alternative. The BOCES will pay all costs related to any remediation outside the workday or work year. In addition, all remediation that takes place outside the work year or on a Saturday will be compensated at the summer school rate of pay. Remediation, in excess of ten hours that takes place outside the workday on Monday through Friday will be compensated at the summer school rate of pay. In cases where BOCES pays the cost of tuition, the teacher will not be allowed to use credit earned for purposes of salary schedule advancement.
5. In any event, it is the responsibility of the teacher to follow the Teacher Improvement Plan and to improve his or her performance. The Board recognizes its responsibility to support the teacher in accordance with the agreed to Teacher Improvement Plan. The Board may keep a teacher on the teacher improvement plan until he/she achieves a satisfactory rating on the summary performance evaluation.
6. A probationary teacher may be placed on a Teacher Improvement Plan at any time if his/her performance is unsatisfactory. The BOCES retains all rights granted under laws pertaining to probationary teachers.

C. Portfolios

Teachers who mutually agree or are required to maintain a portfolio in accordance with Part 100.2 (b) of the Regulations of the Commissioner of Education, may choose any items from the following list for inclusion:

- Classroom observations reports
- Sample lesson plans
- Samples of student work
- Samples of student assessments instruments
- Samples of teacher prepared materials
- Log of professional development activities
- Positive indications of growth
- Other materials as determined by the teacher

The teacher may review the portfolio with the supervisor or may be asked to submit the portfolio to the supervisor for review by March 10. If it is submitted, it will be returned to the teacher within 20 working days. In either case, the supervisor will sign and date the portfolio to confirm that it has been reviewed.

D. APPR Committee

1. A committee consisting of five teachers appointed by the BTA and five administrators will meet regularly or as requested by either party for the following purposes:
 - a. Edit and revise the professional review practices including forms, supervisory strategies and techniques and criteria used in supervision and evaluation of certified staff.
 - b. Review the process of APPR to ensure its efficacy in meeting the objectives of collaboration, skill enhancement and support for teaching personnel.
 - c. Review any procedural issues that may be inconsistent with the intent of collaboration and skill development of staff. It is not the responsibility of the APPR to review individual cases.
2. This committee will report to the Superintendent and BTA president at least annually or more often as needed. No change involving a mandatory topic of bargaining will be implemented without Union agreement. It is understood that the Board retains the right of final approval.

E. Teachers Files

1. The teacher file shall be maintained by the Board and should contain at least the following records:
 - a. Application for employment and/or letters of application.
 - b. Official transcripts.
 - c. Records relative to certification status.
 - d. Records relative to sick and/or personal leave, maternity leave, leaves of absence, sabbatical leave.
 - e. Copies of Probationary and Tenure Notification.
 - f. Evaluations, narrative statements, reports of observations and other material relating to the teacher's performance.
 - g. Copies of salary notices and authorizations for deductions.
 - h. Copy of Oath of Allegiance.
2. For practical purposes, information relative to salary and deductions are kept by the Business Office; the remainder of the file shall be kept in the Human Resources Office in forms best suited for efficient operation. However, duplicate information relative to salary and deductions may also be kept in the files in the Human Resources Office.
3. Any material relative to a teacher's conduct, service, character or personality written by an administrator or supervisor within BOCES or by an administrator of a school district shall not be placed in his or her personnel file or communicated to a third party unless the teacher has had an opportunity to review the material. "Third party" in the foregoing sentence shall not be deemed to include members of the secretarial staff or the Director or Assistant Director of the Division. Any written communication which is not made a part of the teacher's personnel file within 40 school days of the occurrence involved or the date such an occurrence became known to the administrator of the district, or BOCES administrator, whichever is later, cannot be utilized in evaluation of a teacher's conduct, service, character or personality. The teacher shall

acknowledge that he or she has had an opportunity to review the material by affixing his or her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the content thereof. The teacher shall also have the right to submit a written answer to such material within 15 school days of receipt and his or her answer shall be reviewed by the Superintendent, or his designee, and attached to the file copy.

4. A teacher shall be notified personally or by note within 48 hours of any formal complaint by parents of a student or by a student. Mailing of a note to an absent teacher shall constitute notice. The teacher shall be afforded an opportunity to reply to the complaint. No complaint, letter or report shall be placed in a teacher's file without the teacher's knowledge and without an opportunity to meet with the complainants. The teacher shall also have the opportunity to make a written statement to be attached to the original complaint.
5. Material shall be removed from the files when a teacher's claim that it is inaccurate as to factual matter is sustained by the Superintendent or his designee.
6. Teachers shall have the right upon reasonable notice to review the contents of their personnel file in the presence of the Assistant Superintendent for Human Resources, or his or her designee, and to make a copy, reproduced at 10 cents per copy, of any document in it. Pre-employment materials classified as confidential, such as letters of reference and placement folders, shall be removed from the file before review. A teacher shall be entitled to have a representative of the Association accompany him or her during such review.

ARTICLE XII - PHYSICAL AND OCCUPATIONAL THERAPISTS

Full-time physical and occupational therapists shall serve a six month probationary period. They may be discharged during such period or at the end of such period at the discretion of the Board. If they are discharged thereafter they may review such discharge through the grievance procedure but only through the Third Stage (Board Review). This provision does not apply to part-time therapists.

ARTICLE XIII - SCHOOL FACILITIES

- A. Wherever possible, the Board shall provide teachers assigned to facilities under the Board's control with the following:
 1. A secure desk, coat closet and storage space in his or her classroom.
 2. Clean, well-lighted restroom facilities separate from those provided for students.
 3. A clean, well-lighted and attractively maintained Faculty Room.
 4. A room adequate in size and equipment for use for personal preparation and preparation of instructional materials such as tests, review materials, work sheets, study guides, job sheets, information sheets and visual aids. Computers and copying equipment shall be furnished.
 5. Adequate and properly maintained existing parking area.
- B. In any situation in which the Board plans to move a program to existing space or to place a program in space that is new or will be renovated, the Superintendent will notify the Association President, who will designate unit members to advise the Superintendent or his/her designee regarding the needs within that space. The Superintendent and the President will determine the timetable for the exchange of information, meetings and other activities that may be necessary.

ARTICLE XIV - TEACHER PROTECTION

A. Reports of Assaults

Teachers shall immediately report all cases of assault suffered by them, in connection with their employment, to their supervisor in writing.

B. Information from Superintendent

This report shall be forwarded to the Superintendent who shall comply with any reasonable request from the teacher for information in his possession relating to the incident or the persons involved.

C. Save Harmless

The Board shall save harmless and protect all teachers from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person or accidental damage to the property of any person within or without the school building, provided such teacher at the time of the accident or injury was acting in the discharge of his or her duties within the scope of his or her employment and/or under the direction of the Board. Teachers shall notify the Superintendent of any accident or claim against them which might be covered by this section as soon as possible (but no later than 10 days) after the accident occurs or as soon as possible (but no later than 10 days) after the teachers know of the claim. In addition, a teacher shall not be entitled to the protection of this article unless, as soon as possible (but no later than 10 days) after he or she is served with any summons, complaint, process, notice, demand or pleading, he or she shall deliver the original or a copy thereof to the Superintendent.

D. Absence Due to Injury on the Job

If a teacher is absent as a result of personal injury due to an assault or accident occurring in the course of his or her employment, he or she shall be paid his or her full salary for the period of disablement without charge to sick leave. The teacher shall file a claim for Workers' Compensation benefits within 48 hours after the incident and notify the supervisor and Benefits Office as to date of return to work. The teacher shall prosecute any claim for benefits and any award, up to the amount paid the teacher by the Board while the teacher was absent, shall become the property of the Board. Failure to notify the Benefits Office of the date of return to work shall result in a deduction of the compensation of the substitute from the teacher's pay.

Effective July 1, 2004, if a teacher is absent as a result of personal injury due to an assault or accident occurring in the course of his or her employment, he or she shall be paid his or her full salary for the period of disablement without charge to sick leave for up to forty (40) days. If the teacher thereafter continues to be absent and uses leave time because of the injury, his or her leave time deduction shall be recredited according to the following formula: half day for each day that BOCES is reimbursed pursuant to a Workers' Compensation award. The teacher shall file a claim for Workers' Compensation benefits within 48 hours after the incident and notify the supervisor and Benefits Office as to date of return to work. The teacher shall prosecute any claim for benefits. Any award, up to the amount paid the teacher by the Board while the teacher was absent, shall become the property of the Board unless the teacher's right to sick leave has been exhausted, at which point such payments shall be the property of the teacher. Failure to notify the Benefits Office of the date of return to work shall result in a deduction of the compensation of the substitute from the teacher's pay.

E. Personal Automobiles

A teacher shall not be ordered to use his or her personal automobile to transport students except in an emergency.

F. Reimbursement for Property Damage or Loss

The Board will reimburse members of the bargaining unit for personal property which is normally worn or brought into school if it is damaged, destroyed or stolen in the course of the member of the unit performing his or her duties. Reimbursement is limited to \$250 per occurrence and \$2,500 for all members of the bargaining unit in any one school year. Reimbursement will be made upon presentation of a claim, with supporting documentation if possible, to the Assistant Superintendent for Human Resources.

ARTICLE XV - STUDENT DISCIPLINE

It is recognized that the primary responsibility for discipline in the classroom is rightfully that of the teacher. It is further recognized that discipline problems are less likely to occur in classes that are well taught and where a high level of student interest is maintained.

The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

When, in the professional judgment of the teacher, in consultation with the supervisor, it appears that a particular pupil requires the attention of BOCES special counselors or other pupil personnel persons, the administration will take steps to assist the teacher with respect to the pupil.

A teacher may request removal of a pupil from his or her class by his or her supervisor or building principal when the severity of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. While awaiting assistance, the teacher may take such legal action as is necessary. In such cases, the teacher shall furnish his or her supervisor, as soon as possible, with full particulars of the incident or incidents.

The affected pupil, removed from his or her class by the supervisor or the building principal, will be readmitted to the classroom only upon direct authorization of the supervisor, or, when appropriate, by guidelines from the supervisor for the future handling of the case. Individual records shall be maintained on student discipline and shall be available to teachers as an aid for determining disciplinary recommendations concerning particular pupils.

Under all circumstances the teacher shall be guided by the applicable regulations of the Commissioner of Education.

ARTICLE XVI - PHYSICAL EXAMINATIONS

Teachers shall be required to have physical examinations as follows:

1. Newly appointed teachers shall present to the Assistant Superintendent for Human Resources a certificate of examination by a physician before October 1st of the first school year of their employment. A teacher employed after October 1st shall submit such certificate within 30 days of the date of employment.
2. All teachers shall submit a certificate of examination by a physician before October 1st of the third school year of their employment.
3. Teachers may be required by the Board to have physical examinations at other times at the discretion of the Board.
4. The Board shall pay for physical examinations performed by the school physician. Physical examinations performed by other physicians shall be paid for by the teacher.

5. Examination by other than the school physician shall be reimbursed to the teacher in the amount BOCES would pay its own physician after presentation of a paid bill by the teacher.

ARTICLE XVII - REDUCTION IN FORCE

A. Definition

Reduction in force shall refer to a decrease in the total number of teaching positions in any tenure area.

B. Seniority

The Board recognizes and agrees that all provisions of law pertaining to seniority shall be applied to all teachers in layoff and recall.

C. Notice

A teacher to be laid off because of a reduction in force shall be notified in writing 60 days in advance of the effective date of layoff.

D. Termination Pay

If a tenured teacher is laid off as a result of a reduction in force he or she shall be entitled to receive as termination pay one-tenth of his or her final base salary. Payment of such termination pay shall be made in September following the layoff unless the teacher is recalled to work before the first workday in September in which case no termination pay shall be due and owing. If the teacher is recalled to work by the second payday in September one-half the amount of termination pay shall be paid. If the teacher is recalled to work after the second payday in September the full amount of termination pay shall be paid.

If a tenured teacher is reduced from a full-time to a half-time schedule, he or she shall be entitled to receive one-half of the termination pay set forth in the foregoing paragraph, in accordance with the terms there set forth. If he or she is subsequently laid off, he or she shall be entitled to receive the balance of the termination pay set forth in the foregoing paragraph, in accordance with the terms there set forth.

E. Benefits

Teachers who are laid off as a result of a reduction in force shall receive the medical and dental benefits provided to teachers under this Agreement for a period of 6 months following their last day of employment as a regular teacher. However, if the teacher who has been laid off obtains other employment which provides substantially the same medical and/or dental benefits then the Board does not have to continue to provide such benefit to the teacher.

F. Preference as Substitute

Teachers who have been laid off as a result of a reduction in force shall receive preferential treatment for employment as regular or per diem substitutes within the tenure area of their experience with BOCES. Teachers who have been laid off as a result of a reduction in force shall receive preferential treatment for employment as a regular or per diem substitute outside of their tenure area if there are no other laid off teachers within the needed tenure area. Laid off teachers who become regular substitutes shall be paid at the rate of pay they had been receiving when they were laid off. Laid-off teachers who serve as per diem substitutes shall be paid at the substitute's rate of pay.

G. Consideration for other Positions

Teachers who have been laid off as a result of a reduction in force shall be given consideration for available or new positions outside of their tenure area.

H. Lists

The Board shall annually provide the Association with a copy of its preferred eligible list. The Board shall biannually provide the Association with a list showing the date each teacher commenced service.

ARTICLE XVIII - LEAVES OF ABSENCE

A. Child Care Leave

1. Commencement of Leave

The Board shall grant up to 2 years childcare leave without pay to teachers. Any extension of such leave shall be at the sole discretion of the Board. Such leave must commence either prior to the birth or adoption (actual custody) of a child or within 60 days thereafter. If, however, the teacher has become disabled as a result of the birth of a child, then the leave must commence within 60 days after the disability has terminated.

2. Termination of Leave

Leaves shall terminate so as to provide a return to duty on September 1st or February 1st. Unit members will notify the BOCES of their intent to return from leave by November 1 for a February 1 return or by April 1 for a September return. Prior to the expiration of leave, the teacher may request early return to duty which request may be granted at the sole discretion of the Board.

B. Personal Leave

1. Three days are allowed as personal leave. This leave shall be prorated for part-time teachers.
2. For 2 of the 3 days reasons for personal leave are not required. However, except in emergencies, teachers shall notify their Director or designee in writing at least 2 working days before the day is to be taken. Shared teachers shall notify the school involved and their supervisor.

One personal leave day may be granted when the reason for the requested leave day is specified and approved by the Assistant Superintendent for Human Resources. Except in emergencies, applicant for such day shall be made at least 2 working days before the day to be taken. If the leave is granted, teachers shall give notice in writing as above.

3. Personal leave requests shall not be honored on days preceding or following holidays or vacations unless an emergency prevails. The Assistant Superintendent for Human Resources shall determine if a request shall be considered under the "emergency" provision. Requests for emergency consideration shall be pre-filed in writing when possible. When pre-filing of "emergency" requests in writing is not possible, a written request shall be addressed to the Assistant Superintendent for Human Resources immediately on returning to work.
4. In requesting personal leave in excess of allotted number of personal, business affairs, illness and death in family, observance of religious holidays and other similar areas, a letter must be submitted. The length of leave shall be determined by the need in each case.
5. Unused personal leave days shall be credited to accumulated sick leave.

C. Sick Leave

1. Ten days for sick leave shall be granted each year to regular full-time teachers working 10 months in a school year. Upon completion of 10 years of full-time service with the Board, all teachers shall receive 15 sick days per year. The BOCES may require unit members who are absent for four (4) or more consecutive days to submit a physician's note to the Assistant Superintendent of Human Resources upon return to work explaining the nature of the illness and the individual's fitness to work.
2. Sick Leave Bank – A sick leave bank will be made available, as provided in this section, for those members of the bargaining unit disabled due to serious, long term illness or injury.

- a. Eligibility

The bank shall be available to members of the bargaining unit who have exhausted all leave time and who have contributed to the bank during the most recent round of contribution.

- b. Contributions

Membership in the sick bank is voluntary. Except as provided herein, the bank shall be entirely made up of contributions from members of the bargaining unit. Effective upon the execution of this agreement each eligible member of the bargaining unit shall be given the opportunity to contribute two (2) days of accumulated sick leave to the bank. The Board agrees to contribute one (1) day for each two (2) days contributed by members of the bargaining unit. Therefore eligible members shall have the opportunity to contribute one (1) day of accumulated sick leave to replenish the bank when the number of days available for withdrawal is reduced to ninety (90) days.

- c. Committee

A committee to administer the bank shall consist of four (4) members, two (2) appointed by the Superintendent and two (2) appointed by the President of the Association.

- d. Application

Application for withdrawal from the bank by an eligible member shall be made to the joint committee (through the Office of Human Resources) which shall be responsible for the administration of the bank. The application shall state the nature of the illness or injury in question, the number of days sought to be withdrawn and may be accompanied by appropriate medical verification. The administration of the bank shall be subject to the grievance procedure.

- e. Maximum Withdrawal

Except as provided hereafter an eligible member may withdraw no more than eighty (80) days from the bank in any one (1) year period, subject to the availability of days in the bank. An eligible member may withdraw no more than one hundred eighty (180) days from the bank during his or her lifetime, subject to the availability of days in the bank. Unit members during their first three years of employment may not withdraw more than five days per year.

1. Unused sick leave will be cumulative up to 200 days for full time teachers. Teachers shall be notified once during each school year of their personal sick leave accumulation.

2. Any teacher exceeding accumulated sick leave will have deducted 1/200 of his or her annual salary for each day of absence over the accumulated leave.
3. Certified teachers working less than full time will receive proportionate sick leave as follows:

Employed Part Time	Number of Days
4-1/2	9
4	8
3-1/2	7
3	6
2-1/2	5
2	4
1-1/2	3
1	2

D. Jury Duty Leave

Teachers shall be paid in full for the period of time they serve on jury duty provided that any teacher who serves on jury duty shall be required to refund to the Board all remuneration received for such service except the transportation and lunch allowance. Teachers shall notify their Director or designee, or the office of the school or schools where he or she works and his or her supervisor in the case of shared teachers, as soon as the teacher has received notice of jury duty.

ARTICLE XIX - COMPENSATION

A. Teachers' Salary

1. Pre-Tenure Salary/Staff Development Plan

Effective July 1, 1996, all new hires will earn the percentage of salary of initial hiring step as indicated below and will participate in staff development activities for the corresponding number of days indicated below beyond the regular calendar until such time as they complete their three-year probationary period and are granted tenure by the Board. Persons who have a two-year probationary period will be subject to this Plan until they complete their two-year probationary period and are granted tenure by the Board. BOCES reserves the right to hire at the step and training level as determined by the District Superintendent and/or his/her designee.

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Year 1	95%	97%	98%	100%
Year 2	96%	98%	99%	100%
Year 3	97%	99%	100%	100%

2. Salary Schedules

The teachers' salary schedules for each year of the Agreement will be increased as follows:

Effective July 1, 2003 the base salary will increase by 3.0%.

Effective July 1, 2004 the base salary will increase by 3.25%.

Effective July 1, 2005 the base salary will increase by 3.25%.

Effective July 1, 2006 the base salary will increase by 3.5%.

For all four years, teachers shall receive increments, if due increments.

B. Longevity

1. Teachers shall be granted a longevity each year beginning in the 20th year of their actual service with the Board as provided below. For teachers employed by the Board on or before April 12, 1971, the phrase "actual service with the Board" shall be interpreted to include years of teaching experience for which the teacher was given salary schedule credit when he or she commenced service with the Board.

2003-04	\$2,350
2004-05	\$2,350

2. Effective July 1, 2005, teachers shall be granted a longevity each year upon completion of the 19th, 25th and 29th years of their actual service with the Board as provided below. For teachers employed by the Board on or before April 12, 1971, the phrase "actual service with the Board" shall be interpreted to include years of teaching experience for which the teacher was given salary schedule credit when he or she commenced service with the Board.

<u>2005-06</u>	
Upon completion of the 19 th year	\$2,850
Upon completion of the 25 th year	\$3,850
Upon completion of the 29 th year	\$4,850

<u>2006-07</u>	
Upon completion of the 19 th year	\$3,500
Upon completion of the 25 th year	\$5,400
Upon completion of the 29 th year	\$7,000

Each longevity step listed above is cumulative.

C. Differentials

1. The stipend of a team leader shall be in accordance with the following schedule:

<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
\$2,462	\$3,000	\$4,000	\$4,500

Where there is a site in which a team leader is assigned, the team leader will be responsible for paperwork related to teacher class coverage and to transmit this paperwork to his/her direct supervisor.

D. Courses for Salary Credit

1. College or university courses may be taken by teachers for salary credit if approved in advance by the Superintendent. As of 1/1/01, salary credit will be granted for approved courses in School Administration.
2. Inservice courses may be taken by teachers for salary credit if approved in advance by the Superintendent subject to the following: Approved inservice courses shall not exceed four (4) credits for each ten (10) credit lane or six (6) credits for each fifteen (15) credit lane of the courses required for each horizontal move from column to the next higher column. Inservice courses shall be approved for salary credit on the same basis and under the same conditions as college courses. Courses are not eligible for both credit and reimbursement.
3. Requests for salary increases for each 10 point block, where applicable, and 15 point block as provided for on the salary schedule must be made in writing to the Assistant Superintendent for Human Resources by the teacher who expects to take courses for salary credit no later than April

1st of the year preceding the school year for which he or she is requesting the salary increase. Failure to request shall result in the teacher being ineligible for the salary increase.

4. Salary increases for approved credits earned as provided above shall be made after official transcripts for credit earned are received by the Assistant Superintendent for Human Resources. A teacher shall not be eligible for salary credit unless an official transcript is received.

E. Reimbursement for Inservice Courses

Teachers shall be reimbursed for taking non-college inservice courses in accordance with the following requirements.

1. The inservice course may be a Board funded course, developed and approved by the administration. It normally will be initiated by the Program Director who will forward the course outline to the Assistant Superintendent for Human Resources for inclusion as an inservice offering to teachers.
2. The inservice course may be a Board sponsored course, that is, a course other than one funded by the Board. The teacher desiring to take a course shall submit the course outline or course description to his or her Program Director at least 2 weeks before the start of the course for approval. At the conclusion of the course, the teacher shall submit proof of satisfactory completion to the Assistant Superintendent for Human Resources.
3. To be eligible for reimbursement, the teacher may not have more than 1 cut per 15 hours, and must have completed all required assignments.
4. Except as provided above, reimbursement shall be in the amount of \$65 per unit for successfully completed courses. One unit shall represent 15 hours of class time; 2 units shall represent 30 hours of class time. Teachers may take inservice courses for reimbursement to a maximum of 4 units per school year. Payment to the teacher shall be made in a separate check at the end of the school year.

F. Summer Employment

Unit members employed for a full day by the Board during July or August shall be paid at the daily rate of 1/230 of their previous year's salary.

G. Teaching Assistants' Salary

1. **Pre-Tenure Salary/Staff Development Plan**
Effective July 1, 1996, all new hires will earn the percentage of salary of initial hiring step as indicated below and will participate in staff development activities for the corresponding number of days indicated below beyond the regular calendar until such time as they complete their three-year probationary period and are granted tenure by the Board. Persons who have a two-year probationary period will be subject to this Plan until they complete their two-year probationary period and are granted tenure by the Board. BOCES reserves the right to hire at the step as determined by the District Superintendent and/or his/her designee.

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Year 1	95%	97%	98%	100%
Year 2	96%	98%	99%	100%
Year 3	97%	99%	100%	100%

2. Teacher Assistant Salary Schedule

The teaching assistants' salary schedules will be adjusted and increased by the same percentages as the teacher salary schedules as per the attachment.

For all four years, teaching assistants shall receive increments if due increments.

3. Longevity

Teaching assistants shall be granted a longevity based on the following schedule beginning in the eighth year of their actual service with the Board.

<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
\$1,400	\$1,500	\$1,600	\$1,600

4. A teaching assistant shall be paid an additional \$60 per day if he or she substitutes for an absent teacher. In that situation, if the Board is unable to retain a substitute to maintain a full complement of staff in the classroom, (i.e., to replace the teaching assistant who is substituting for the teacher or to replace a teacher aide who is absent or reassigned), the teaching assistant will receive \$65 per day. Effective July 1, 2004, the above rates will be increased by \$5.00.

H. Physical and Occupational Therapists' Salary

Physical and Occupational therapists will be placed on the teachers' salary schedule and also be subject to the teacher provision on career increments (Article XIX B). If BOCES cannot find therapists to provide the needed services, the Association will allow BOCES to subcontract or utilize part-time therapists. Subcontracting is not the preference of BOCES.

I. Mileage Reimbursement

Teachers shall be reimbursed for authorized travel at the prevailing IRS rate per mile when they use their own vehicle. A claim for reimbursement shall be submitted at the end of every two months on a form to be provided by the Business Office.

ARTICLE XX - PAYROLL OPTIONS, PAYROLL CALENDARS AND DEDUCTIONS

A. Payroll Options

1. BOCES is on a bi-weekly payroll schedule. Teachers will normally receive 22 paychecks from September to June. A teacher has the option to receive the equivalent of 26 paychecks between September and June, providing the teacher files a written notice to that effect with the Business Office. This notice must be filed two weeks prior to the teacher's first payroll in his/her first year of employment. Teachers shall choose a payroll option in their second year of employment and, thereafter, no later than the end of the prior school year.
2. Direct deposit option will be made available for members of the bargaining unit with banks affiliated with the Automated Clearing House. No more than two (2) changes may be made in any school year.

B. Payroll Calendar

The annual payroll calendar shall be distributed to the staff no later than September 10th each year.

C. Payroll Deductions

The Board shall make payroll deductions at the request of a member of the unit in writing for the following purposes:

1. Tax Sheltered Annuities - Deductions for tax sheltered annuities may be made for programs of the companies which are on a mutually agreed upon list. New employees of the Board, however, may continue previously contracted Tax Sheltered Annuity Programs with other companies. New annuity programs may only begin in October or January.
2. Credit Union - Deductions may be made for any member of the unit and payment made to the Port Chester Teachers Federal Credit Union.
3. Savings Bond - Deductions may be made for Series EE Savings Bonds.
4. NYSUT Benefit Program - Effective July 1, 1994 members of the bargaining unit may make payroll deductions for the NYSUT Benefit Trust Program.
5. Vote Cope - Effective March 1, 2001 unit members may designate deductions to be transmitted to Vote Cope.

ARTICLE XXI - INSURANCES

A. Medical Plan

1. Eligibility
 - a. The Board will provide individual or family medical coverage through the Southern Westchester BOCES medical program or an HMO for members of the bargaining unit as provided hereafter, except that members of the unit hired after December 3, 1984 shall not be eligible for this benefit unless they work at least half time. Effective July 1, 2004, the Southern Westchester BOCES medical program shall no longer be offered to the bargaining unit.
 - b. Effective July 1, 2004, the Board will provide individual and family medical coverage through the Empire Core Plus Enhancements medical program or an HMO for members of the bargaining unit as provided hereafter, except that members hired after December 3, 1984 shall not be eligible for this benefit unless they work at least half time.
2. For the period July 1, 2003 to June 30, 2004, the existing medical coverage provided by Southern Westchester BOCES will convert to a Preferred Provider Organization with the proviso that members who select medical services that are outside the network will have coverage equal to that which was available to them prior to the aforementioned conversion. Furthermore, members will continue to have the right to select an HMO.
3. HMO Participation

Southern Westchester BOCES will pay the premium costs for members of the bargaining unit who participate in an HMO of an amount not to exceed the premium cost it would pay for the same member under the plan in effect referenced in Paragraph A1 above.
4. Premium Contribution

All eligible active members of the bargaining unit shall contribute \$400 toward the medical coverage premiums.

5. Retiree Medical Coverage

A. Premiums

The Board pays premiums for medical coverage for eligible retirees at the following rates:

- a. 50% for individual coverage and 35% for family coverage for unit members retiring with at least five years but less than 10 years of service with Southern Westchester BOCES.
- b. 65% (individual or family coverage) for unit members retiring with 10 years but less than 15 years of service with Southern Westchester BOCES.
- c. 75% (individual or family coverage) for unit members retiring with 15 years but less than 20 years of service with Southern Westchester BOCES.
- d. 100% (individual or family coverage) for unit members retiring with 20 or more years of service with Southern Westchester BOCES.

B. Medicare Part B Reimbursement

Southern Westchester BOCES will reimburse retirees any amount above \$50 per month for the cost of Medicare Part B. Reimbursement will be made once per year.

6. Plan Document

For the period July 1, 2003 to June 30, 2004, the Southern Westchester BOCES Medical Plan Document is hereby incorporated by reference and made part of this Agreement.

7. Health Plan Committee

- A. For the period July 1, 2003 to June 30, 2004, a health plan committee shall be created consisting of nine members, two of whom will be from this bargaining unit.
- B. For the period July 1, 2003 to June 30, 2004, the health plan committee will review the administration, management and benefit expenditures of the plan, settle claim disputes and appeals, review the plan and screen and make recommendations related thereto.
- C. For the period July 1, 2003 to June 30, 2004, copies of documents related to benefit expenditure, administration and management will be made available to the health plan committee.

8. Plan Disputes

For the period July 1, 2003 to June 30, 2004, disputes with respect to the plan will be resolved by use of the grievance procedure excluding claims disputes.

B. Benefits Trust Fund

The Association will administer a Benefits Trust Fund for the purpose of providing dental coverage, life insurance, disability insurance and other benefits. The Southern Westchester BOCES shall contribute the following per capita amounts:

2003-04	\$1,100
2004-05	\$1,100
2005-06	\$1,150
2006-07	\$1,200

These amounts shall be paid by BOCES to the Fund according to the following schedule in each year noted above.

July 1
October 1
January 1
March 1

Effective July 1, 2005, the BTA shall provide the District with a certified audit of the plan by December 31st of each year for the prior fiscal year. Effective July 1, 2004, the BTA agrees to provide the BOCES with at least one hundred (100) copies annually of the current schedule of benefits as then in effect by May 1st.

The BOCES shall have no obligation to the BTA, the Benefit Trust and/or members of the bargaining unit other than to transmit payments provided herein. The BTA and the Trust shall hold harmless the BOCES Board, its officers and/or employees with regard to any claims made related to the Benefit Trust and/or benefits provided thereunder so long as the payments are transmitted by the BOCES as provided for herein.

C. Flexible Benefits Plan

The Board provides bargaining unit members with the option to participate in an IRS Section 125 flexible benefits plan to the extent permitted by the tax code. The Association will be advised during the implementation of the Plan.

ARTICLE XXII - WORK YEAR

- A. The work year of all unit members will not exceed 187 days between September 1 and June 30. This will include no less than three Superintendent's Conference Days.
- B. Within the 187 days, unit members assigned to school district facilities will work the district calendar to the extent reasonable.

ARTICLE XXIII - GRIEVANCE PROCEDURE

A. Definitions

As used herein, the following terms shall have the following meanings:

- 1. Grievant shall mean any aggrieved member of the unit or group of members of the unit similarly affected or the Association or, in accordance with Section D.5 of this Article, the Board.
- 2. Immediate Supervisor shall mean the administrator to whom the grievant is directly responsible.
- 3. Grievance shall mean any claimed violation, misinterpretation or inequitable application of the terms of this Agreement, provided however that the term shall not include any matter involving the refusal of the Board to grant tenure or the discontinuance of the services of a probationary teacher or of a physical or occupational therapist except as provided in Article XII.
- 4. Representative shall mean the person or persons designated by the grievant as his or her counsel to act on his or her behalf.
- 5. Days shall mean days school is in session.

B. Delineation of Authority

1. For shared teachers the immediate supervisor shall be the appropriate Program Director or his or her designee.
2. For members of the unit in Special Services the immediate supervisor shall be the Director of Special Services.
3. For members of the unit in Career Services the immediate supervisor shall be the Director of Career Services.
4. For members of the unit in Instructional Support Technology the immediate supervisor shall be the Director of Instructional Support Technology.

C. Basic Principles

1. It is the intent of these procedures to provide for an orderly settlement of differences in a fair and equitable manner with reasonable promptness.
2. Every member of the unit shall have the right to present his or her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal.
3. If, in the judgment of the Association, a grievance affects a group or class of members of the unit, the Association may process such a grievance as though it were an individual grievance. In such a case, the Association may process a grievance for all identified persons concerned.
4. A grievant shall have the right to be represented at any stage of the procedures by a representative of his or her own choice.
5. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
6. All hearings shall be confidential.
7. Failure to present a grievance within 20 days after the act giving rise to the grievance or failure to proceed to the next step within the prescribed time limits shall be deemed a waiver of the grievance and the grievance shall abate. If the administration and/or the Board shall fail at any step to comply with the required time limits, the grievant may proceed to the next step.

D. Procedures

1. Initial Stage
 - a. The grievant shall present his or her grievance in writing to his or her immediate supervisor within 20 days after the act giving rise to the grievance. The written statement of grievance shall be submitted on a mutually agreed upon form.
 - b. The immediate supervisor shall discuss the grievance orally and informally with the grievant. The immediate supervisor shall make, on an informal basis, such investigation as he or she deems appropriate.
 - c. Within 10 days after receipt of the written statement as provided in D.1.a. above, the immediate supervisor shall render his or her determination in writing to the grievant.

2. Second Stage

- a. If the grievant is not satisfied with the decision made by his or her immediate supervisor, he or she may, within 5 days thereafter, request a review and a determination of the grievance by making a written request to the Superintendent or his designee.
- b. The Superintendent or his designee shall hold a hearing within 8 days of receipt of the request.
- c. The Superintendent or his designee shall make his decision within 8 days after the close of the hearing. Such decision shall be communicated in writing to the grievant.

3. Third Stage

- a. If the grievant is not satisfied with the decision made by the Superintendent, or his designee, he or she may within 5 days of the final determination by the Superintendent or his designee make a written request to the Board for review and determination. All written statements and records of the case shall be submitted to the President of the Board by the Superintendent or his designee.
- b. The Board, or its subcommittee, shall hold a hearing regarding the case within 12 days of receipt of the request for review by the grievant.
- c. The Board, or its subcommittee, shall render a decision within 8 days after its hearing.

4. Fourth Stage

- a. If the Association is not satisfied with the decision made by the Board or its subcommittee, the Association, may, within 10 days after the decision, submit the grievance to arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association, if it is not excluded as a grievance, as the term is defined in Section A.3. of this Article. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- b. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.
- c. The decision of the arbitrator shall be final and binding.
- d. The cost of the services of the arbitrator shall be shared equally by the Board and the Association.

5. Procedure When Board is Grievant

The Board may grieve only when it alleges a violation of the no-strike clause of this Agreement and in that event, stages one, two and three are to be omitted and such grievance shall in the first instance be dealt with in discussion between the Board, or the Superintendent, and the Association. If such discussion does not result in a mutually satisfactory resolution of the grievance, the Board may, within 10 days after the discussion, submit the grievance to arbitration in accordance with section D.4. of this Article.

ARTICLE XXIV - MISCELLANEOUS

This Agreement shall constitute the sole and binding Agreement between the parties and shall not be altered, added to, deleted from or modified except through the voluntary mutual consent of both parties by written and signed amendment to this Agreement. The Association agrees that all negotiable items have been discussed during the negotiations leading to this Agreement and agrees that negotiations shall not be reopened on any item, whether contained in this Agreement or not, for the life of this Agreement unless the Public Employment Relations Board finds that the Board has acted in violation of the Taylor Law and directs the Board to negotiate.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

Except as specifically and expressly modified by the terms of this Agreement, the Board retains the sole and exclusive right to manage, direct and supervise the affairs of BOCES.

If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

This Agreement shall be effective as of July 1, 2003, except as otherwise provided herein, and shall remain in full force and effect until June 30, 2007.

If the Association or the Board wishes to submit proposals for a successor agreement it shall do so no later than February 15, 2007.

Dated: March 11, 2004

Board of Cooperative Educational
Services, Second Supervisory
District of Westchester County

BOCES Teachers Association

By Ronald L. Smith
Chief Executive Officer

By Charles A. Puccio
President

By Severely A. Levine
President

By Frank Berio

Ratified by the BTA membership and Board on March 17, 2004.

Appendix A-1 Teachers' Salary Schedule 2003 - 2004

All new hires will earn the percentage of salary of initial hiring step as follows:	
<u>Year of Employment</u>	<u>Percent of Step</u>
1	95%
2	96%
3	97%
BOCES reserves the right to hire at the step/training level as determined by the District Superintendent/Designee	

Sp Ed	BA	BA+15	BA+30	MA/BA+60		MA+15		MA+30	MA+45	MA+60	DR
Oc Ed	Exp Req.	15 Credits toward Prov OE Cert	Prov OE Cert	Perm OE Cert	Perm OE Cert + 15 Credits		Perm OE Cert + 30 Credits	BA Perm OE Cert	BA + 30 Grad Credits	MA or BA 60 Grad Credits	DR
1	43,776	45,732	47,694	50,252	51,683	52,398	53,114	54,549	57,258	59,955	62,498
2	45,816	47,801	49,788	52,669	54,142	54,880	55,616	57,078	59,798	62,494	64,977
3	47,850	49,871	51,883	55,092	56,596	57,350	58,105	59,616	62,325	65,034	67,456
4	49,883	51,938	53,988	57,510	59,056	59,829	60,601	62,147	64,866	67,571	69,935
5	51,931	54,002	56,076	59,935	61,517	62,308	63,099	64,681	67,398	71,370	72,414
6	53,965	56,060	58,165	62,449	64,026	64,813	65,599	67,171	70,011	72,846	75,128
7	55,997	58,128	60,245	64,982	66,540	67,324	68,108	69,669	72,623	75,581	77,844
8	58,036	60,187	62,339	67,504	69,057	69,835	70,613	72,164	75,242	78,337	80,559
9	60,082	62,243	64,424	70,033	71,578	72,346	73,115	74,659	77,857	81,052	83,270
10	62,113	64,306	66,494	72,555	74,084	74,851	75,622	77,149	80,473	83,801	85,986
11	64,477	66,527	68,565	75,237	76,870	77,689	78,509	80,139	83,376	86,600	88,942
12	66,846	68,741	70,636	77,927	79,671	80,533	81,396	83,126	86,269	89,422	91,892
13	71,998	73,815	72,705	80,612	82,447	83,363	84,282	86,116	89,157	92,205	94,849
14	-	-	74,774	83,304	85,231	86,199	87,167	89,098	92,054	95,009	97,800
15	-	-	79,920	89,443	91,559	92,617	93,672	95,794	98,769	101,744	104,807

Appendix A-2 Teachers' Salary Schedule 2004 - 2005

All new hires will earn the percentage of salary of initial hiring step as follows:	
<u>Year of Employment</u>	<u>Percent of Step</u>
1	97%
2	98%
3	99%

BOCES reserves the right to hire at the step/training level as determined by the District Superintendent/Designee

Sp Ed	BA	BA+15	BA+30	MA/BA+60		MA+15		MA+30	MA+45	MA+60	DR
Oc Ed	Exp Req.	15 Credits toward Prov OE Cert	Prov OE Cert	Perm OE Cert	Perm OE Cert + 15 Credits		Perm OE Cert + 30 Credits	BA Perm OE Cert	BA + 30 Grad Credits	MA or BA 60 Grad Credits	DR
1	45,199	47,218	49,244	51,885	53,363	54,101	54,840	56,322	59,119	61,904	64,529
2	47,305	49,355	51,406	54,381	55,902	56,664	57,424	58,933	61,741	64,525	67,089
3	49,405	51,492	53,569	56,882	58,435	59,214	59,993	61,554	64,351	67,148	69,648
4	51,504	53,626	55,743	59,379	60,975	61,773	62,571	64,167	66,974	69,767	72,208
5	53,619	55,757	57,898	61,883	63,516	64,333	65,150	66,783	69,588	73,690	74,767
6	55,719	57,882	60,055	64,479	66,107	66,919	67,731	69,354	72,286	75,213	77,570
7	57,817	60,017	62,203	67,094	68,703	69,512	70,322	71,933	74,983	78,037	80,374
8	59,922	62,143	64,365	69,698	71,301	72,105	72,908	74,509	77,687	80,883	83,177
9	62,035	64,266	66,518	72,309	73,904	74,697	75,491	77,085	80,387	83,686	85,976
10	64,132	66,396	68,655	74,913	76,492	77,284	78,080	79,656	83,088	86,525	88,781
11	66,573	68,689	70,793	77,682	79,368	80,214	81,061	82,744	86,086	89,415	91,833
12	69,018	70,975	72,932	80,460	82,260	83,150	84,041	85,828	89,073	92,328	94,878
13	74,338	76,214	75,068	83,232	85,127	86,072	87,021	88,915	92,055	95,202	97,932
14	-	-	77,204	86,011	88,001	89,000	90,000	91,994	95,046	98,097	100,979
15	-	-	82,517	92,350	94,535	95,627	96,716	98,907	101,979	105,051	108,213

Appendix A-3 Teachers' Salary Schedule 2005 - 2006

All new hires will earn the percentage of salary of initial hiring step as follows:	
<u>Year of Employment</u>	<u>Percent of Step</u>
1	98%
2	99%
3	100%
BOCES reserves the right to hire at the step/training level as determined by the District Superintendent/Designee	

Sp Ed	BA	BA+15	BA+30	MA/BA+60		MA+15		MA+30	MA+45	MA+60	DR
Oc Ed	Exp Req.	15 Credits toward Prov OE Cert	Prov OE Cert	Perm OE Cert	Perm OE Cert + 15 Credits		Perm OE Cert + 30 Credits	BA Perm OE Cert	BA + 30 Grad Credits	MA or BA 60 Grad Credits	DR
1	46,668	48,753	50,844	53,571	55,097	55,859	56,622	58,152	61,040	63,916	66,626
2	48,842	50,959	53,077	56,148	57,719	58,506	59,290	60,848	63,748	66,622	69,269
3	51,011	53,165	55,310	58,731	60,334	61,138	61,943	63,555	66,442	69,330	71,912
4	53,178	55,369	57,555	61,309	62,957	63,781	64,605	66,252	69,151	72,034	74,555
5	55,362	57,569	59,780	63,894	65,580	66,424	67,267	68,953	71,850	76,085	77,197
6	57,530	59,763	62,007	66,575	68,255	69,094	69,932	71,608	74,635	77,657	80,091
7	59,696	61,968	64,225	69,275	70,936	71,771	72,607	74,271	77,420	80,573	82,986
8	61,869	64,163	66,457	71,963	73,618	74,448	75,278	76,931	80,212	83,512	85,880
9	64,051	66,355	68,680	74,659	76,306	77,125	77,944	79,590	83,000	86,406	88,770
10	66,216	68,554	70,886	77,348	78,978	79,796	80,618	82,245	85,788	89,337	91,666
11	68,737	70,921	73,094	80,207	81,947	82,821	83,695	85,433	88,884	92,321	94,818
12	71,261	73,282	75,302	83,075	84,933	85,852	86,772	88,617	91,968	95,329	97,962
13	76,754	78,691	77,508	85,937	87,894	88,869	89,849	91,805	95,047	98,296	101,115
14	-	-	79,713	88,806	90,861	91,893	92,925	94,984	98,135	101,285	104,261
15	-	-	85,199	95,351	97,607	98,735	99,859	102,121	105,293	108,465	111,730

Appendix A-4 Teachers' Salary Schedule 2006 - 2007

All new hires will earn the percentage of salary of initial hiring step as follows:	
<u>Year of Employment</u>	<u>Percent of Step</u>
1	100%
2	100%
3	100%
BOCES reserves the right to hire at the step/training level as determined by the District Superintendent/Designee	

Sp Ed	BA	BA+15	BA+30	MA/BA+60		MA+15		MA+30	MA+45	MA+60	DR
Oc Ed	Exp Req.	15 Credits toward Prov OE Cert	Prov OE Cert	Perm OE Cert	Perm OE Cert + 15 Credits		Perm OE Cert + 30 Credits	BA Perm OE Cert	BA + 30 Grad Credits	MA or BA 60 Grad Credits	DR
1	48,301	50,459	52,624	55,446	57,025	57,814	58,604	60,187	63,176	66,153	68,958
2	50,551	52,743	54,935	58,113	59,739	60,554	61,365	62,978	65,979	68,954	71,693
3	52,796	55,026	57,246	60,787	62,446	63,278	64,111	65,779	68,767	71,757	74,429
4	55,039	57,307	59,569	63,455	65,160	66,013	66,866	68,571	71,571	74,555	77,164
5	57,300	59,584	61,872	66,130	67,875	68,749	69,621	71,366	74,365	78,748	79,899
6	59,544	61,855	64,177	68,905	70,644	71,512	72,380	74,114	77,247	80,375	82,894
7	61,785	64,137	66,473	71,700	73,419	74,283	75,148	76,870	80,130	83,393	85,891
8	64,034	66,409	68,783	74,482	76,195	77,054	77,913	79,624	83,019	86,435	88,886
9	66,293	68,677	71,084	77,272	78,977	79,824	80,672	82,376	85,905	89,430	91,877
10	68,534	70,953	73,367	80,055	81,742	82,589	83,440	85,124	88,791	92,464	94,874
11	71,143	73,403	75,652	83,014	84,815	85,720	86,624	88,423	91,995	95,552	98,137
12	73,755	75,847	77,938	85,983	87,906	88,857	89,809	91,719	95,187	98,666	101,391
13	79,440	81,445	80,221	88,945	90,970	91,979	92,994	95,018	98,374	101,736	104,654
14	-	-	82,503	91,914	94,041	95,109	96,177	98,308	101,570	104,830	107,910
15	-	-	88,181	98,688	101,023	102,191	103,354	105,695	108,978	112,261	115,641

Appendix B Teaching Assistants' Salary Schedules: 2003 - 04, 2004 - 05, 2005 - 06, 2006 - 07

All new hires will earn the percentage of salary of initial hiring step as follows:				
<u>Year of Employment</u>	<u>Percent of Step</u>			
	2003-04	2004-05	2005-06	2006-07
1	95%	97%	98%	100%
2	96%	98%	99%	100%
3	97%	99%	100%	100%
BOCES reserves the right to hire at the step/training level as determined by the District Superintendent/Designee				

	2003-04	2004-05	2005-06	2006-07
1	26,495	27,356	28,245	29,234
2	27,598	28,495	29,421	30,451
3	28,810	29,746	30,713	31,788
4	29,843	30,813	31,814	32,927
5	31,050	32,059	33,101	34,260
6	32,257	33,305	34,387	35,591
7	34,397	35,515	36,669	37,952
8	34,397	35,515	36,669	37,952
9	35,379	36,529	37,716	39,036
10	36,689	37,881	39,112	40,481

Side Letter of Agreement between SWBOCES and the BOCES Teachers' Association

It is hereby agreed by and between the Southern Westchester BOCES and the BOCES Teachers' Association ("BTA") that the following shall constitute a Side Letter of Agreement between the parties to the 2003-2007 Collective Bargaining Agreement between them.

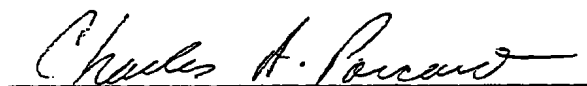
1. This Agreement is subject to ratification by both parties of the Memorandum of Agreement establishing the terms and conditions of the 2003-2007 Collective Bargaining Agreement. If such Memorandum of Agreement is not ratified by both parties than this Side Letter of Agreement shall be null and void.

2. With regard to the Benefit Trust Fund established pursuant to the Collective Bargaining Agreement, the BOCES Teachers' Association shall make every reasonable effort to have certified audits of the benefit years 2002-2003 and 2003-2004 done as soon as possible. As soon as such certified audits are completed and received by the BTA they will be forwarded, forthwith to the District Superintendent.

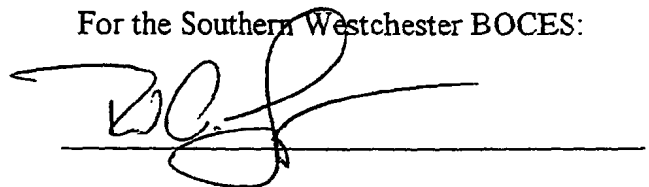
3. Representative(s) of the BTA shall make a presentation to the Board of Cooperative Educational Services during the Spring of 2004 at a meeting of the Board on a date to be mutually agreed upon with regard to the efforts of the BTA to have audits completed for the 2002-2003 and 2003-2004 benefit years.

Dated: March 11, 2004

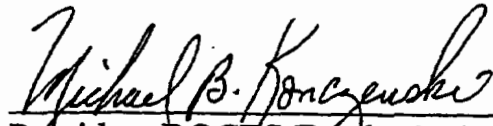
For the BOCES Teachers' Association:



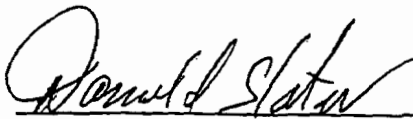
For the Southern Westchester BOCES:



It is the responsibility of the individual to request an upgrade by using the Upgrade Claim Form. This should be submitted in a timely fashion (payroll schedule), to the appropriate supervisor. The supervisor will submit the approved form to the payroll department in the business office.

A handwritten signature in cursive script, reading "Michael B. Konczewski".

President BOCES Teacher's Association

A handwritten signature in cursive script, reading "Donald Slater".

Interim Assistant Superintendent for Human Resources